Subject: Removing a Pending Application	Number: 650-66
Effective Date: March 18, 2019 rev	

PURPOSE:

To provide instructions on how to remove a pending EMT application from the Central Registry. If an application that has been initiated in the Central Registry is not completed, the status will show as pending until it is completed or removed/withdrawn. A few reasons an application may need to be removed are: data entry error, duplication or an abandoned application.

REGULATION GUIDANCE:

According to Chapter 10, Section 100344, a certifying entity is required to enter certification into the Central Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the certification requirements.

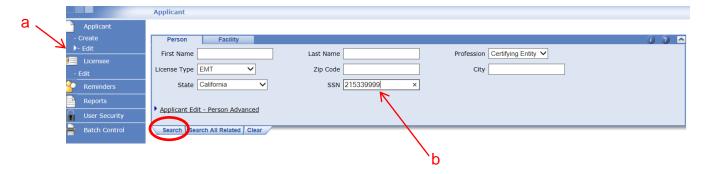
If an application is **denied**, the process should be finished and a denial documented in the Central Registry. This procedure is referenced below.

REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Procedure 650-56 Creating an Initial Application
- Procedure 650-58 Renewing an EMT Certification
- Procedure 650-68 How to Reinstate an EMT
- Procedure 650-52 Documenting LEMSA Denial of an Initial Application

PROCEDURE TO REMOVE:

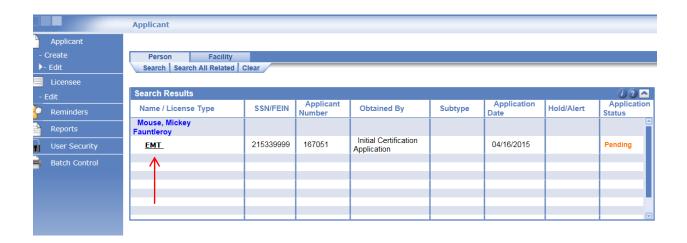
1. Open the Applicant > Edit module (a) of the Central Registry, enter the social security number (b) and click Search



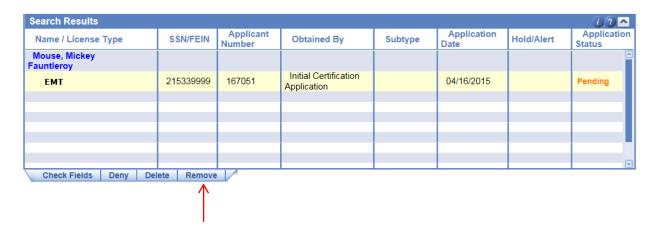
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2. When the search is complete, the pending EMT application will show. Click on the underlined <u>EMT</u> to open the record.



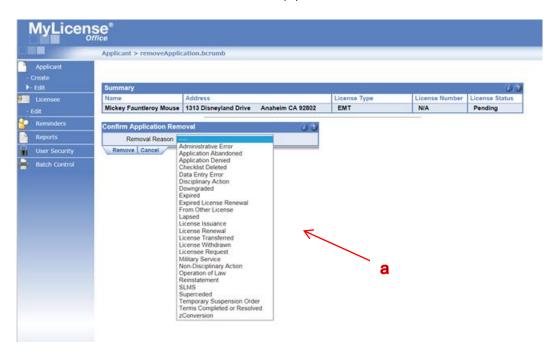
3. Four tabs will appear; click on the Remove tab



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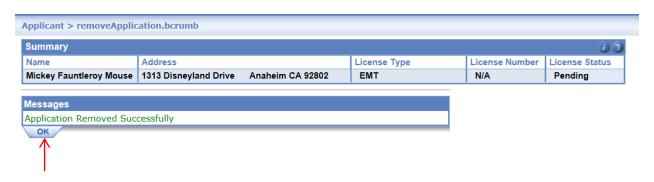
4. Choose the Removal Reason (a)



5. Click Remove



You will see a message that the Application was removed successfully. Click on OK.



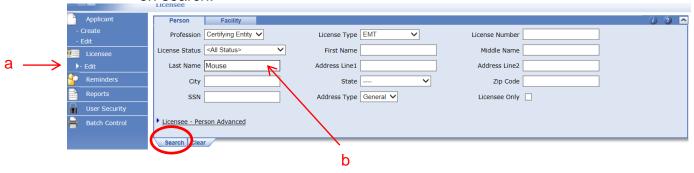
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You have completed the application removal and will be returned to the Search Results screen in Applicant Edit. This removal does not delete the application from the Central Registry. The history will be retained.

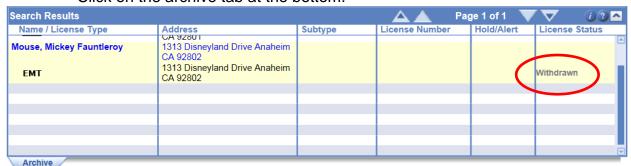
- If the applicant did apply, the process was started with your agency and in the Registry but was abandoned by the applicant for various reasons; you will want to leave this record unarchived. It will show in the Public Look Up (verification site) as an application started/withdrawn by the EMT. Other certifying entities can now see that the EMT applied elsewhere and they may wish to inquire further.
- Applications may only be archived if they were done in error. An error
 might be a duplicate certification on one EMT or a data entry error. You would
 then proceed to archive the removed application so that it does not appear when
 this EMT is searched in the Public Look Up.

PROCEDURE TO ARCHIVE:

1. Open the Licensee > Edit module (a), enter the applicant's name (b) and click on search.



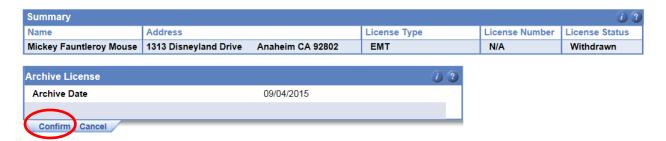
2. You will see that the Applicant is in the system showing a withdrawn status. Click on the archive tab at the bottom.



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3. Now click on Confirm. The withdrawn application will be archived in the system history and will not show when the EMT is searched in the Public Look Up.



The process of removing and archiving a pending application is now complete.

TO SEARCH ARCHIVED RECORDS:

If you wish to discover whether an EMT application was archived, you can search in **License Edit**. Click on License - Person Advanced (a), check the Archive Only box (b) and enter the Name or SSN or Applicant # and click Search.

